



## **TRAINING OPPORTUNITY**

### **Detrick Center for Training and Education Excellence**

### **Fort Detrick, MD**

**Course Title:** Delegation Authority for Training Coordinators

**Dates/Location / Hour:** 21-22 Apr 04 / Bldg 1520, Classroom 2 / 0800- 1600 review agenda below for details.

**Registration Deadline:** 1 Apr 04

**Cost:** No cost

**Vendor:** Aberdeen Proving Ground, MD

**Who should attend:** ATTN: Supervisors, Managers and Army Civilian Training Coordinators (Fort Detrick and Army Tenants)

**Description:**

A training session has been scheduled on 21-22 Apr 04 (0800-1600) for all Training Coordinators who service Fort Detrick and the Tenants. Representatives from the NECPOC Human Resource Development Division are scheduled to conduct the training at Fort Detrick in the DCTEE (Building /Blue Grey Room). Training Coordinators attending the 8-hour training course will be provided a Training Handbook.

The following topics will be covered in order:

- Training Laws and Regulations (Training Approval and Documentation)
- Organization Training Policy\* (Delegation of Approval Authority and Certification)
- Completing and Processing Training Requests (Obligating Funds; Establishing Payment; IMPAC Visa Card Charges; Contracted Training; Employee Reimbursements; Advanced Payments for Tuition)
- Maintaining Records and Files
- Army Correspondence Courses
- Special Training Program (SBLMP and Senior Service Schools)
- Competitive Professional Development and Long-Term Training (Applications; Nomination and Selection Procedures; Evaluations and Closeout)
- Conducting On-Site Training
- ACTEDS Plans (Career Program Plans and Mandatory Training Requirements)
- Special Employment Programs (Career Interns; Upward Mobility Program; Functional Interns; VRAs)
- Army Leadership Courses
- Acceptance of Contributions, Awards or Payments (Fellowships and Faculty Stipends)
- OCONUS Training Approval
- Training for Degree or Promotion
- Overtime/Comp Time for Training or Travel
- Employee Transfers/Resignations
- Course Enrollments (Changes; Cancellations; Audit or Credit; Withdrawal or Failure)

- Employee Reimbursements for Failure to Complete Obligated Service Requirements  
\*If your organization has a "local training policy" please provide me a copy so your Training Handbook can incorporate your local policy if appropriate.

**The first two hours of the training session on 21-22 April (0800-1000) is specifically targeted to managers and supervisors who have been delegated civilian training approval authority to sign and approve DD 1556's for employees.**

DA requires managers who are delegated this authority to attend this two-hour block of instruction on training laws and restrictions before they may be certified to exercise this authority. Signature cards will be provided at the training session. This is a one-time requirement. If your supervisors have previously been certified to approve training for civilian employees, they do not need to attend again. However, they are welcome and encouraged to attend the entire training session as a refresher or to obtain the most current information.

If you plan to attend, please reserve your space by submitting a DD 1556 for the 8 hour session; Managers and Supervisors attending only the 2 hour session should provide me their name, supervisory position title, and organization prior to 1 Apr 04 so adequate course materials can be printed. If you have any questions/concerns or want specific topics emphasized more than others, please forward them to me ASAP so the trainers can do the research and be prepared to address your special needs.

**Course Manager:** Tel. 301-619-7554, Fax 301-619-2884, E-Mail: [usagdctee@det.amedd.army.mil](mailto:usagdctee@det.amedd.army.mil) .

**How to Nominate and Apply:** FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. **Do not attend unless you have received confirmation from the course manager.** Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

**NOTES:**

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).